



DIRECTOR'S OFFICE

DATE: March 28, 2008 (This supersedes Directors Memorandum No. 05, dated March 1, 2001)

SUBJECT: Energy Efficiency and Greenhouse Gas Reduction Guidelines

FOR ATTENTION OF: All Employees
Facilities Manager
Building Coordinators

Date of Review: March 28, 2009

Governor Executive Orders No. 2001-04, Energy Conservation Considerations in State Buildings, 2007-05, Establishing a State Policy Regarding the role of State Government in reducing Greenhouse Gases, and 2007-21, Establishing a Policy to Reduce Fossil Fuels Use and Greenhouse Gas Emissions from State Vehicles each highlight the importance of the efficient use of energy resources in state operations. Reducing that energy use wherever feasible can reduce greenhouse gas emissions.

The following guidelines are divided into two sections - one for all employees; the other for the facilities manager and building coordinators. However, some guidelines overlap the two sections.

All Idaho Transportation Department employees will immediately institute the following actions:

- All personal computer systems and monitors should be shut off during evening and weekend hours, except when the Help Desk requests they be left on for updates to the system. During working hours, screen savers should be disabled and energy-saving, power-down features should be enabled;
- The temperatures in all office buildings should be held to between 74 to 78 degrees in the summer and 72 to 74 degrees in the winter;
- Lights in office areas should be turned off during weekends and evenings, and headquarter building maintenance and district building coordinators should consider motion sensor lighting, especially in restrooms, conference, and storage areas as a means to cut down on electrical usage;
- Personal heaters should be limited to energy-efficient heaters or heated mats (any questions on personal heater usage should be referred to your Business Manager or Building Services);
- Office equipment, such as copy machines, should be shut down during off hours;
- Lights in storage areas should be turned on only when occupied and should be replaced with motion sensor lighting as budget permits;
- Employees should car-pool to meetings whenever practical;
- Idling vehicles unnecessarily shall stop;
- ITD's video conference or teleconference facilities should be utilized as often as practical and available to attend meetings, thereby reducing automobile and airplane travel;

- Wherever available, recycling shall be utilized; and
- Printer and copier duplex features should be used to reduce paper consumption.

The Facilities Manager and Building Coordinators will immediately institute the following actions:

- Lighting should be switched to T8 or other efficient lighting whenever possible;
- Exterior lighting should be shut off during all daylight hours. Necessary security and safety lighting should remain on as required;
- All main heating, ventilation, and air-conditioning (HVAC) systems should be reviewed for efficient operations. Setback times should be re-evaluated and adjusted to the absolute minimum time required to heat and cool buildings to prepare for operations. All filter-changing procedures should be re-evaluated to determine if changes need to be done more often for efficient operation of the systems;
- All hot water heaters should be reduced in temperature to 105 degrees. Some state buildings may require higher heat levels to meet code requirements;
- HVAC systems should not be operated in off hours for small groups of employees. Heating or cooling an entire building for a small group is not energy efficient;
- All office building exterior surfaces should be evaluated for thermal efficiency. Insulation, window gaskets, and seals should be replaced as required;
- Business managers should review heating and lighting bills for any unusual spikes that may indicate building maintenance needs;
- Off-hour security and janitorial crews should be instructed to turn off lights as work is completed in office areas;
- All vending machines should have the lights turned off, and any redundant machines should be removed;
- Energy star products, where they are available, shall be required in the purchase specifications;
- Recycling containers and services shall be provided wherever possible.

The Idaho Transportation Department shall immediately institute these recommendations at all headquarters and district facilities wherever possible. Additionally, each employee shall review on-the-job electrical and energy usage and fleet usage, and whenever feasible, implement energy conservation strategies.

Section, district, or department-wide energy conservation strategies that an employee may put together should be submitted to the employee's supervisor for consideration, with a copy sent to the Administration Division Administrator. Supplementary conservation initiatives (including other energy sources besides electricity) shall be implemented whenever feasible and warranted.

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